

# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

## MARKING GUIDELINE

NATIONAL CERTIFICATE  
NOVEMBER EXAMINATION  
INFORMATION PROCESSING N6  
20 NOVEMBER 2014

This memorandum consists of 48 pages.

# TYPING TECHNIQUE

## SECTION A

### TYPING TECHNIQUE - SECTION A

THIS SECTION IS OUT OF 200.

#### GENERAL REMARKS:

**REMEMBER: THE CANDIDATE CANNOT FAIL BECAUSE HE/SHE COULD NOT COMPLETE OR PASS THE TIMED ACCURACY TEST.**

1. THIS MARK FOR TYPING TECHNIQUE (200) IS ADDED TO THE WORD PROCESSING MARK (100) TO OBTAIN A MARK OUT OF 300 WHICH IS PROCESSED TO A MARK OUT OF 100 (PERCENTAGE). THIS MARK MUST BE SENT TO THE CD: NATIONAL EXAMINATIONS AND ADMINISTRATION.
2. **ACCURACY ERRORS** must be indicated with a **RED /**. **REPETITIVE** accuracy errors must be indicated with a **RED CIRCLE**.
3. **DISPLAY ERRORS** must be indicated with a **BLUE X**. **REPETITIVE** display errors must be indicated with a **BLUE CIRCLE**.

## QUESTION 1: MARKING SCHEDULE – TIMED ACCURACY TEST

WPM	50	55		WPM	50	55
ERRORS				ERRORS		
1	19	19		28	7	8
2	19	19		29	6	7
3	19	19		30	6	7
4	18	18		31	5	6
5	18	18		32	5	6
6	17	17		33	4	6
7	17	17		34	4	5
8	16	17		35	3	5
9	16	16		36	3	4
10	15	16		37	2	4
11	15	15		38	2	3
12	14	15		39	1	3
13	14	14		40	1	3
14	13	14		41	0	2
15	13	13		42		2
16	12	13		43		1
17	12	13		44		1
18	11	12		45		0
19	11	12				
20	10	11				
21	10	11				
22	9	10				
23	9	10				
24	8	10				
25	8	9				
26	8	9				
27	7	8				

**QUESTION 1: TIMED ACCURACY TEST****MARKS: 20****NOTE: RED / = ACCURACY ERRORS****BE SURE TO MARK THE SPEED WITH CARE AS IT MAKES A DIFFERENCE TO THE RESULTS. REMEMBER THAT ONLY ACCURACY IS MARKED.****MARK ACCORDING TO THE ENCLOSED DEPARTMENTAL SCHEDULE.****MARK ACCURACY ERRORS ONLY.**

Indicate accuracy errors with a red slash (/).

One or more incorrect characters in a word – 1 error.

Do not penalise incorrect margins.

Do not penalise incorrect line spacing.

Do not penalise incorrect hyphenation.

Do not penalise incorrect upper case/lower case.

Do not penalise incorrect letter spaces.

Do not penalise incorrect justification.

Do not penalise any incorrect display errors.

Do not penalise if a whole line or paragraph is left out and keyed-in at another position.

When exactly the same word is repeatedly keyed-in incorrectly, it is penalised once only per question. Thereafter it is encircled as a repetitive error.

**QUESTION 1: TIMED ACCURACY TEST (CONTINUED)**

Omission of words: count the first 5 strokes and thereafter every 10 strokes as 1 error each. If the last few strokes at the end are 5 or more, count as another error. If the last few strokes at the end are less than 5, ignore.

If 50 wpm is not completed, count back as indicated in the memorandum.

The highest mark obtained is indicated. The highest speed passed is indicated.

Indicate the speed obtained with Pass 50 wpm/Pass 55 wpm/Fail where applicable in the following way:

**INDICATE AT THE END OF THE SPEED TEST:**

Pass 50 wpm/Pass 55 wpm/Fail; Errors; Mark

**INDICATE ON THE FRONT OF THE FOLDER DIRECTLY NEXT TO THE MARK OBTAINED FOR QUESTION 1:**

Pass 50 wpm/Pass 55 wpm/Fail

(If the candidate did not hand in QUESTION 1, indicate by drawing a line through the block for the mark next to QUESTION 1, on the front of the folder and writing 'Fail' at the appropriate positions.)

**INDICATE ON THE FRONT OF THE COVER JUST BELOW THE CIRCLE FOR THE MARKS OBTAINED:**

Pass 50 wpm/Pass 55 wpm/Fail

Should a candidate fail the examination (less than 40 %) and pass the accuracy test, the word 'Fail' replaces the 'Pass 50 wpm/Pass 55 wpm', as a candidate cannot fail the QUESTION PAPER as a whole and get recognition for the wpm.

**THIS MARK FOR TYPING TECHNIQUE (200) IS ADDED TO THE WORD PROCESSING MARK (100) TO OBTAIN A MARK OUT OF 300 WHICH IS PROCESSED TO A MARK OUT OF 100 (PERCENTAGE). THIS MARK MUST BE SENT TO THE NATIONAL DEPARTMENT.**

**QUESTION 1: TIMED ACCURACY TEST**

The importance of sport in the life of a young student is invaluable and goes much further than the basic answer that 'it keeps children off the streets'. It does in fact keep children off the streets, but it also instils lessons that are essential in the life of a student athlete.

Sport plays a pivotal role in the make-up of a young athlete, especially in the high school years when student athletes are much more mature and mentally developed. Where else can a young, impressionable youth learn values like discipline, responsibility, self-confidence, sacrifice and accountability?

Television, which may be the most influential tool in the lives of young adults, does not show enough of these qualities, nor is it on the Internet or the radio. It is the responsibility of parents, teachers, sport teams, clubs and after-school programmes to help develop and instil these qualities in the lives of student athletes. I believe school sport programmes must have a few components in place for this to happen.

The first thing they need is a good team of coaches who understand the big responsibility that is placed upon their

**QUESTION 1: TIMED ACCURACY TEST (CONTINUED)**

shoulders. Help shape and prepare these student athletes not only for sport, but for their everyday lives. Yes, I did say coaches, because it is a responsibility that lies on the shoulders of more than one person. The help of more than one person is necessary to lead these student athletes to success.

The second component also involves the coaches: It is the ability to capture the admiration and the trust of the athletes. This is crucial because if you can capture a person's admiration and trust you can motivate them to perform at a higher level not only in sport, but also in their own lives. If you can get the athletes to believe in you and your philosophies, you can begin to see significant changes in grades and behaviour. It all starts with coaches who have a plan and methodology behind the principles they are teaching. As I said earlier, there is a big responsibility on the coaches to help young student athletes make a smooth transition into society.

The third, and I believe the most crucial of all, is the support that comes from the community and administration. This is very important, because student athletes need to know they are appreciated and there is no better way for the

**QUESTION 1: TIMED ACCURACY TEST (CONTINUED)**

community and administrators to show that appreciation than to  
get involved in youth athletics. To accomplish this is going  
to take /valuable investments in the form of money and time.

**50 wpm**

The more invested, the better the results. I can attest that  
there is no greater investment than the future of our young  
student athletes. When these things are in place, I believe  
student athletes/

**55 wpm**



**QUESTION 1 – TIMED ACCURACY TEST (CONTINUED)**

As I said earlier, there is a big responsibility on the  
 coaches to help young student athletes make /a smooth  
 t/ransition /into socie/ty.

37                      36                      35                      34                      33  
 The /third, and/ I believ/e the most/ crucial o/f all, is /the  
 32                      31                      30                      29  
 suppor/t that com/es from th/e communit/y and  
 28                      27                      26                      25                      24                      23  
 admi/nistration/. This i/s very imp/ortant, be/cause stud/ent  
 22                      21                      20                      19                      18                      17  
 athlet/es need to/ know they/ are appre/ciated and/ there is  
 16                      15                      14                      13                      12  
 /no better /way for th/e communit/y and admi/nistrators/ to  
 11                      10                      9                      8                      7  
 show t/hat apprec/iation tha/n to get i/nvolved in/ youth  
 6                      5                      4                      3                      2                      1  
 ath/letics. /To accompl/ish this i/s going to/ take/\_\_\_\_\_ 50 wpm

20	-	20
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[20]

**QUESTION 1: TIMED ACCURACY TEST (CONTINUED)**

This is very important, because student athletes need  
 45 44 43 42 41  
 to know t/hey are ap/preciated /and there /is no bett/er way  
 40 39 38 37 36  
 for/ the commu/nity and a/dministrat/ors to sho/w that  
 35 34 33 32 31  
 app/reiciation /than to ge/t involved/ in youth /athletics./  
 30 29 28 27 26 25  
 To acco/mplish thi/s is going/ to take v/aluable in/vestment  
 24 23 22 21 20 19  
 /in the for/m of money/ and time./ The mor/e invested/, the  
 18 17 16 15 14  
 bett/er the res/ults. I /can attest/ that ther/e is no  
 13 12 11 10 9  
 gr/eater inve/stment tha/n the futu/re of our /young stud/ent  
 8 7 6 5 4 3  
 athlet/es. When/ these thi/ngs are in/ place, I/ believe  
 2 1  
 s/tudent ath/letes/ \_\_\_\_\_ 55 wpm

20	20

[20]

## TYPING TECHNIQUE

ACCURACY SCHEDULE — QUESTIONS 2–6					
–3 MARKS DEDUCTED PER ERROR – ACCURACY – RED					
MARKS	20	32	32	32	20
RED ERRORS	Q2	Q3	Q4	Q5	Q6
0	20	32	32	32	20
1	17	29	29	29	17
2	14	26	26	26	14
3	11	23	23	23	11
4	8	20	20	20	8
5	5	17	17	17	5
6	2	14	14	14	2
7	0	11	11	11	0
8		8	8	8	
9		5	5	5	
10		2	2	2	
11		0	0	0	
12					
13					
14					

## TYPING TECHNIQUE

DISPLAY SCHEDULE – QUESTION 2–5				
–2 MARKS PER ERROR DEDUCTED – DISPLAY – BLUE				
MARKS	20	8	8	8
BLUE ERRORS	Q2	Q3	V4	Q5
0	20	8	8	8
1	18	6	6	6
2	16	4	4	4
3	14	2	2	2
4	12	0	0	0
5	10			
6	8			
7	6			
8	4			
9	2			
10	0			

**QUESTION 2: TABULAR STATEMENT****MARKS: 40**

<b>20 MARKS – ACCURACY – 3 marks per error</b>
– Every keying-in error
<b>20 MARKS – DISPLAY – 2 marks per error</b>
<ol style="list-style-type: none"><li>1. Margins (equal) incorrect and/or Justification (left, centre, right, full) incorrect and/or Line spacing (as indicated) incorrect</li><li>2. Paper size (as indicated) incorrect and/or Tabular stops/Indentation incorrect and/or Hyphenation incorrect</li><li>3. Font/Font size (CN8) incorrect and/or Capital letters/Small letters incorrect and/or Letter spaces incorrect</li><li>4. / - not changed to [the] and/or incorrect and/or Del – not deleted and/or incorrect and/or Insert – incorrect</li><li>5. Trs – not transposed and/or incorrect and/or Stet – not retained and/or incorrect and/or Sp – spelling incorrect</li><li>6. Bold – not changed and/or incorrect and/or Italics – not changed and/or incorrect and/or Underline – not changed and/or incorrect</li><li>7. Move – not moved and/or incorrect and/or Sp caps – spaced capital letters incorrect and/or Join together – not joined together</li></ol>

**QUESTION 2: TABULAR STATEMENT (CONTINUED)**

- 8. [ & NP – new line and new paragraph incorrect and/or  
Runs on – incorrect and/or  
In full – not in full/words and/or incorrect
- 9. Main headings incorrect and/or  
Column headings incorrect and/or  
Columns incorrect
- 10. Vertical lines omitted and/or incorrect
- 11. Horizontal lines omitted and/or incorrect
- 12. Figures incorrect and/or  
Units, tens not underneath one another
- 13. Footnote incorrect

$\frac{1}{4}$

5	5	10	40
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$\frac{1}{2}$

10	10	20	40
----	----	----	----

$\frac{3}{4}$

15	15	30	40
----	----	----	----

Errors	Marks
0	20
1	17
2	14
3	11
4	8
5	5
6	2
7	0

20	20	40
----	----	----

**QUESTION 2 : TABULAR STATEMENT**

1 marg, just, /s 2 A4L, tab/indent, hyph 3 font, uc/lc, spaces 9 headings, columns 10 vertical lines 11 horizontal lines 12 figures 13 footnote

DEPARTMENT OF EDUCATION AND SPORT 3 uc 6 bold 4 insert

S U P P O R T S E R V I C E S 7 sp caps 6 bold 8 NP  
5 trs 6 und 8 runs on 4 del

Reconciling performance targets: Recognised support sport and recreation bodies monitor and report on their performance.

8 in full 4 insert

8 NL 1 just

	Adjusted appropriation	Average growth rate (%)		Expenditure/Total: Average (%)	1 centre 6 bold Medium-term expenditure estimate			Average growth rate (%)	Expenditure/Total: Average (%)
		2009/10-2012/13	2013/14		2014/15	2015/16	2012/13-2015/16		
SPORT SUPPORT SERVICES 3 uc 8 runs on 5 sp 7 join	2425	20.8%	3435	1.5%	2911	3545	13.5%	1.4%	
Subprogramme 6 italics 8 NL	121911	23.8%	141795	64.0%	151073	159402	9.3%	65.8%	
Programme Management: Sport Support Services 8 ro	5425	-24.7%	6196	3.9%	7488	7028	9.0%	3.0%	
Sport and Recreation Service Providers 8 ro 8 in full	4405	-37.8%	4705	4.7%	4880	4055	-2.7%	2.1%	
Club Development and Support 3 /spaces 8 ro	55630	28.8%	58456	26.0%	62356	65203	5.4%	27.7%	
Education and Training 5 trs									
Scientific Support 6 bold									
<b>Total</b>	<b>189796</b>	<b>15.7%</b>	<b>214587</b>	<b>100.0%</b>	<b>228708</b>	<b>239233</b>	<b>8.0%</b>	<b>100.0%</b>	

5 stet 4 /

4 3 uc

7 move

In 2013 tennis was earmarked to benefit from additional support with the revival of the Soweto Tennis Open being a prioritised event in April 2013. 13 footnote

1/4

1/2

3/4

1/4

5	5	10	40
			40

1/2

10	10	20	40
			40

3/4

15	15	30	40
			40

Errors	Marks
0	20
1	17
2	14
3	11
4	8
5	5
6	2
7	0

20	20	40	
			40

[40]

**QUESTION 3: PAMPHLET****MARKS: 40****32 MARKS – ACCURACY – 3 marks per error**

– Every keying-in error

**8 MARKS – DISPLAY – 2 marks per error**

1. Margins (1.27 cm left and right) incorrect and/or  
Justification (left, centre, right, full) incorrect and/or  
Line spacing (as indicated) incorrect
2. Paper size (A4 landscape) incorrect and/or  
Tabular stops/Indentation incorrect and/or  
Hyphenation incorrect
3. Font/Font size (CN12) incorrect and/or  
Capital letters/Small letters incorrect and/or  
Letter spaces incorrect
4. / - not changed to [the] and/or incorrect and/or  
Del – not deleted and/or incorrect and/or  
Insert – incorrect
5. Trs – not transposed and/or incorrect and/or  
Stet – not retained and/or incorrect and/or  
Sp – spelling incorrect
6. Bold – not changed and/or incorrect and/or  
Italics – not changed and/or incorrect and/or  
Underline – not changed and/or incorrect
7. Move – not moved and/or incorrect and/or  
Sp caps – spaced capital letters incorrect and/or  
Join together – not joined together



**QUESTION 3: PAMPHLET (CONTINUED)**

8. [ & NP – new line and new paragraph incorrect and/or  
Runs on – incorrect and/or  
In full – not in full/words and/or incorrect
9. Columns incorrect and/or used table with lines

$\frac{1}{4}$

8	2	10	40
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$\frac{1}{2}$

16	4	20	40
----	---	----	----

$\frac{3}{4}$

24	6	30	40
----	---	----	----

Errors	Marks
0	32
1	29
2	26
3	23
4	20
5	17
6	14
7	11
8	8
9	5
10	2
11	0

32	8	40
----	---	----

**QUESTION 3: PAMPHLET** 1 marg, just, l/s 2 A4L, tab/indent, hyph 3 font, uc/lc, spaces 9 columns incorrect or table used

5 fts 1 centr 3 uc 6 bold 4 del  
**CAREERS IN SPORT**  
1 centr 6 und

HIGHLANDS ACADEMY  
1 centr 5 stet 3 uc 4 the 6 italic

**EDUCATION IN THE FITNESS INDUSTRY**

Health and fitness awareness get quite a lot of consideration these days. Gymsnasiums and health clubs have become valuable tools in fighting the stress.

5 fts 5 sp 4 del 8 runs on 3 l/space 8 in full 3 lc 4 insert 4/

Gymsnasiums, many hotels and corporate companies have their own fitness training centres. 1/4

8 NP 7 join

Job opportunities in this field are therefore not scarce - and are growing. 8 NP 3 l/space

HIGHLANDS ACADEMY offers the following programmes/courses:

3 uc 4 the  
• Sport Management 7 move (Part-time) 5 stet

• Gymnasium Instructor (Full-time) 5 stet

• Fitness Instructor (Part-time)

3 uc 6 bold

**SPORT MANAGEMENT**

QUALIFICATION 3 uc

Advanced Diploma (3 years) 5 stet  
NQF-7 (360 credits) 1/2

WHO SHOULD ENROLL FOR THIS PROGRAMME? 3 uc 5 fts

Individuals who 7 move

4 bullets

• wish to pursue a career in the sport and recreation industry; 4 the 8 in full

• would love to help other people lead a healthy lifestyle; 5 stet 7 join

• wish to start their own sport and/or fitness club. 3/4

ADMISSION REQUIREMENTS 3 uc

National Senior Certificate (Grade 12) or equivalent qualification 5 sp

1/4

1/2

3/4

8	2	10	40	16	4	20	40	24	6	30	40	32	8	40
---	---	----	----	----	---	----	----	----	---	----	----	----	---	----

HIGHLANDS ACADEMY  
EDUCATION IN THE FITNESS INDUSTRY

Enquiries: e-mail: info@ha.co.za

Contact numbers: 087 700 7007/084 222 2002

1 centr horizontally and vertically 7 spcaps 6 bold 3 uc 6 italics 4 the 5 fts 8 in full

**QUESTION 4: FINANCIAL STATEMENT****MARKS: 40****32 MARKS – ACCURACY – 3 marks per error**

- Every keying-in error

**08 MARKS – DISPLAY – 2 marks per error**

1. Margins (1.27 cm/0.5") incorrect and/or  
Justification (left, centre, right, full) incorrect and/or  
Line spacing (as indicated) incorrect
2. Paper size (A4 landscape) incorrect and/or  
Tabular stops/Indentation incorrect and/or  
Hyphenation incorrect
3. Font/Font size incorrect and/or  
Capital letters/Small letters incorrect and/or  
Letter spaces incorrect
4. / - not changed to [the] and/or incorrect and/or  
Del – not deleted and/or incorrect and/or  
Insert – incorrect
5. Trs – not transposed and/or incorrect and/or  
Stet – not retained and/or incorrect and/or  
Sp – spelling incorrect
6. Bold – not changed and/or incorrect and/or  
Italics – not changed and/or incorrect and/or  
Underline – not changed and/or incorrect
7. Move – not moved and/or incorrect and/or  
Sp caps – spaced capital letters incorrect and/or  
Join together – not joined together

**QUESTION 4: FINANCIAL STATEMENT (CONTINUED)**

- 8. [ & NP – new line and new paragraph incorrect and/or  
Runs on – incorrect and/or  
In full – not in full/words and/or incorrect
- 9. Main headings incorrect and/or  
Column headings incorrect and/or  
Columns incorrect
- 10. Vertical lines omitted and/or incorrect
- 11. Horizontal lines omitted and/or incorrect
- 12. Figures incorrect and/or  
Units, tens not underneath one another and/or incorrect

$\frac{1}{4}$

8	2	10	40
---	---	----	----

$\frac{1}{2}$

16	4	20	40
----	---	----	----

$\frac{3}{4}$

24	6	30	40
----	---	----	----

Errors	Marks
0	32
1	29
2	26
3	23
4	20
5	17
6	14
7	11
8	8
9	5
10	2
11	0

32	8	40
----	---	----

INFORMATION PROCESSING N6

**QUESTION 4: FINANCIAL STATEMENT** 1 marg, just, lls 2 A4L, tablindent, hyph 3 font, uc/lc, spaces 9 headings, columns 10 vertical lines 11 horizontal lines 12 figures

SPORT SECTOR, EDUCATION AND TRAINING AUTHORITY 3 uc 6 und 7 move

**A N N U A L F I N A N C I A L S T A T E M E N T S** 6 bold 7 sp caps

Notes to the Annual Financial Statements 8 NL 6 italics 4 /

for the year ended 31 March 2014 8 NL 4 / 8 in full

8 NL 2014 2013  
7 move R'000 R'000  
Actual Actual

	Budget	Actual	Variance %	Budget	Actual
<b>Total Revenue</b>	<b>337485</b>	<b>232031</b>		<b>212182</b>	<b>211207</b>
Administration levy income (10%) 8 in full 5 stet	28287	29585	-0.14%	25025	26052
Mandatory grant levy income (50%) 4 insert	138680	138482	4.62%	122725	123548
Discretionary grant levy income (20%) 3 l/space 8 ro	58755	54611	-7.05%	48998	48102
Penalties and interest 5 trs 8 in full	1594	2187	37.23%	1424	2484
Donor funding income 7 join	-	1721	-	10228	7567
Investment income 5 trs	4236	5444	28.2%	3782	3454
Surplus Funds 2013/2012 5 sp 4 del	105942	-	-	-	-
Other Income 3 uc	-	-	-	-	-

**Total Expenses** 6 bold (337278) (229963) (166622) (212182)  
(incomplete)

The budget is approved on an accrual basis by nature classification. 1/2 3/4 4 / 5 trs

1/4 3/4

8	2	10	40
			40

16	4	20	40
			40

24	6	30	40
			40

32	8	40
		40

[40]

**QUESTION 5: FLOW CHART****MARKS: 40****32 MARKS – ACCURACY – 3 marks per error**

– Every keying-in error

**8 MARKS – DISPLAY – 2 marks per error**

1. Margins (1.27 cm/0.5") incorrect and/or  
Justification (left, centre, right, full) incorrect and/or  
Line spacing (as indicated) incorrect
2. Paper size (A4 portrait) incorrect and/or  
Tabular stops/Indentation incorrect and/or  
Hyphenation incorrect
3. Font/Font size (CN12) incorrect (except flow chart) and/or  
Capital letters/Small letters incorrect and/or  
Letter spaces incorrect
4. / - not changed to [the] and/or incorrect and/or  
Del – not deleted and/or incorrect and/or  
Insert – incorrect
5. Trs – not transposed and/or incorrect and/or  
Stet – not retained and/or incorrect and/or  
Sp – spelling incorrect
6. Bold – not changed and or incorrect and/or  
Italics – not changed and/or incorrect and/or  
Underline – not changed and/or incorrect
7. Moved – not moved and/or incorrect and/or  
Sp caps – spaced capital letters incorrect and/or  
Join together – not joined together

**QUESTION 5: FLOW CHART (CONTINUED)**

- 8. [ & NP – new line and new paragraph incorrect and/or  
Runs on – incorrect and/or  
In full – not in full/words and/or incorrect
- 9. Main headings incorrect and/or footnote incorrect
- 10. Vertical lines omitted and/or incorrect
- 11. Horizontal lines omitted and/or incorrect

$\frac{1}{4}$

8	2	10	40
---	---	----	----

$\frac{1}{2}$

16	4	20	40
----	---	----	----

$\frac{3}{4}$

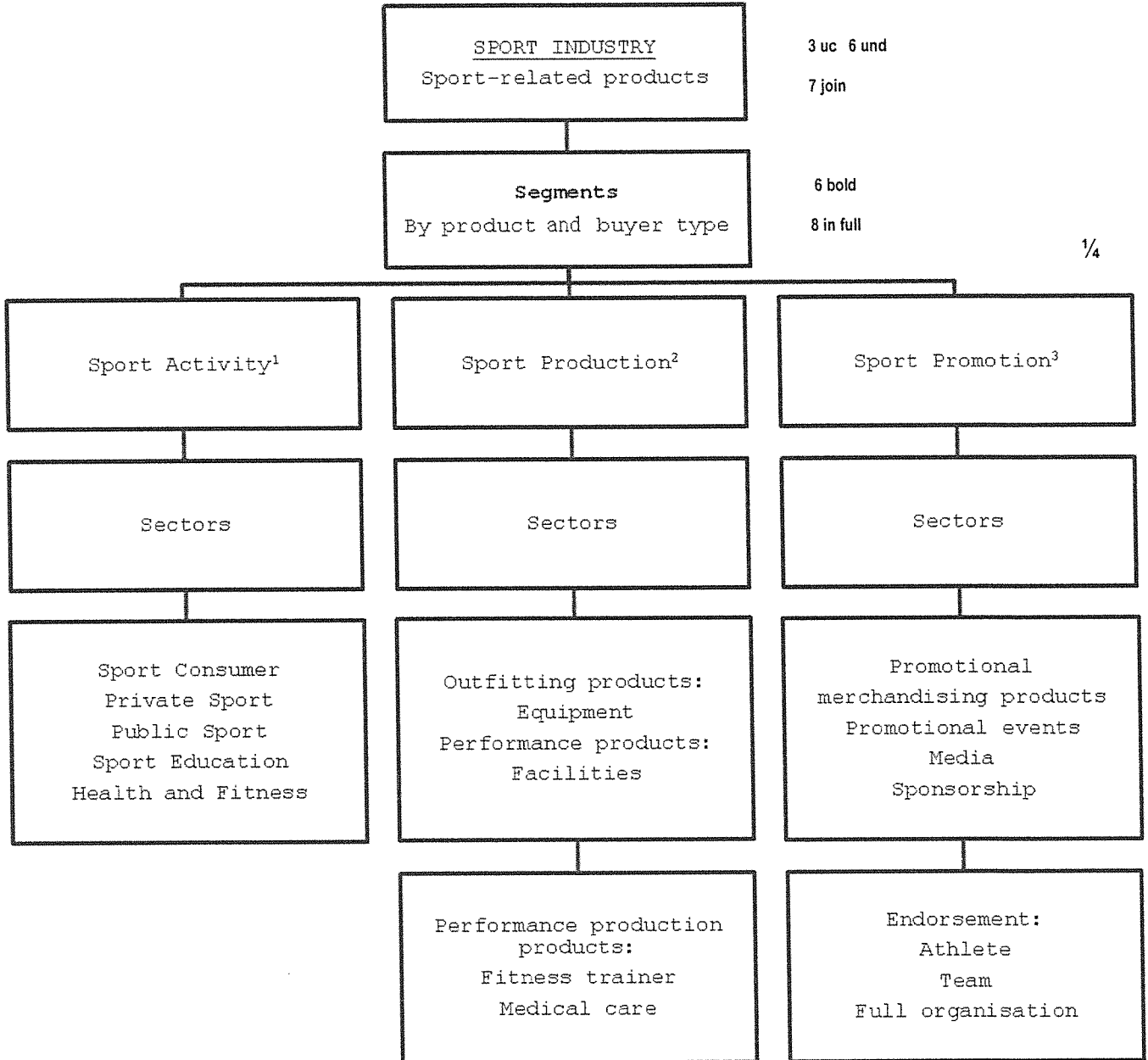
24	6	30	40
----	---	----	----

Errors	Marks
0	32
1	29
2	26
3	23
4	20
5	17
6	14
7	11
8	8
9	5
10	2
11	0

32	8	40
----	---	----

**QUESTION 5: FLOW CHART** 1 marg, just, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, spaces 9 headings  
10 vertical lines 11 horizontal lines

4 insert 3 uc 6 und 1 centre  
SPORT AS A CAREER  
7 sp caps 6 bold 8 in full 1 centre  
**S E G M E N T S   A N D   S E C T O R S**  
of the 4/ 1 centre  
*SPORT AND RECREATION INDUSTRY*  
8 NL 3 uc 1 centre 6 italics 8 in full



A career in sport represents many opportunities, but professionalism at all levels is required if the South African sport industry wants to be a world player. 4/ 4 del

- 1 As offered to the consumer as a participant product 4/ 4 insert 5 sp
- 2 Those products needed to produce the quality of sport activities
- 3 Those products offered as tools to promote the sport product

5 trs 4 the 3 l/spaces 8 ro 7 move 5 stet 4 the

[40]



**QUESTION 6: AFRICAN LANGUAGE**

**MARKS: 20**

**20 MARKS – ACCURACY – 3 marks per error**

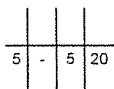
– Every keying-in error

**0 MARKS – DISPLAY – no marks**

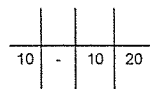
**NO MARKS WILL BE DEDUCTED FOR DISPLAY ERRORS**

1. Do not penalise incorrect margins.
2. Do not penalise incorrect line spacing.
3. Do not penalise incorrect hyphenation.
4. Do not penalise incorrect upper case/lower case.
5. Do not penalise incorrect letter spaces.
6. Do not penalise incorrect justification.
7. Do not penalise any incorrect display errors.
8. Do not penalise if a whole line or paragraph is left out and keyed in at another position.
9. When exactly the same word is repeatedly keyed in incorrectly, it is penalised once only per question. Thereafter it is encircled as a repetitive error.
10. Omission of words: count the first 5 strokes and thereafter every 10 strokes as 1 error each. If the last few strokes at the end are 5 or more, count as another error. If the last few strokes at the end are less than 5, ignore.

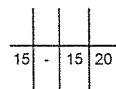
¼



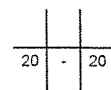
½



¾



Errors	Marks
0	20
1	17
2	14
3	11
4	8
5	5
6	2
7	0



**QUESTION 6: AFRICAN LANGUAGE**

U Cindy Flick, oneziqu zokuqeqesha futhi usebenza ngokuvocavoca abesimame abakhulelwe nabasanda kubeletha uthi okubalulekile uma ufuna ukubuyisa /isisu sakho emva <sup>¼</sup> kokubeletha ukulandela uhlelo lokuzivocavoca nokuqaphelisisa okudlayo.

Ngaphambi kokuqala ukuzivocavoca qinisekisa ukuthi umzimba/ <sup>½</sup> wakho ukulungele. Khuluma nodokotela wakho lapho uyohlola khona emva kwamasonto ayisithupha ubelethile. Kungadingeka ulinde kancane uma ubelethe /ngokuhlinzwa. <sup>¾</sup> Luningi ushintsho olwenzekanyo uma ukhulelwe ngakhoke ungajahi ngoba ungazibeka engcupheni yokuzilimaza.

¼

5	-	5	20

¼

10	-	10	20

¼

15	-	15	20

Errors	Marks
0	20
1	17
2	14
3	11
4	8
5	5
6	2
7	0

20	-	20

[40]

TOTAL SECTION A: 200

**WORD PROCESSING**  
**SECTION B**  
**MARKING GUIDELINE**

**WORD PROCESSING – SECTION B****TOTAL: 100 MARKS**

1. The total of this section paper is **100 MARKS**. **80 %** of the marks of each **PART A** are allocated for **ACCURACY** and **20 %** for **DISPLAY**. **80 %** of the marks of **PART B** are allocated for **PROCESSING** and **20 %** for **ACCURACY**.
2. The **A QUESTIONS** have to be keyed in **CORRECTLY**.
3. The **B QUESTIONS** must be **PROCESSED** according to the **INSTRUCTIONS**.
4. **ONE MARK** is deducted per error – **ACCURACY** as well as **DISPLAY** and **PROCESSING**.

**ACCURACY ERRORS** = All keying-in errors  
**DISPLAY ERRORS** = All display errors  
**PROCESSING ERRORS** = All processing instructions

5. Questions in the A section not completed will be marked accordingly.

If only  $\frac{1}{4}$  of a question is completed, only  $\frac{1}{4}$  of the original mark will be used for the marking of the question. If only  $\frac{1}{2}$  of a question is completed, only  $\frac{1}{2}$  of the original mark will be used. If only  $\frac{3}{4}$  of a question is completed, only  $\frac{3}{4}$  of the original mark will be used.

**EXAMPLE**

**TOTAL MARKS** = 20  
**ACCURACY** = 16  
**DISPLAY** = 4

**$\frac{1}{2}$  OF THE QUESTION IS COMPLETED, MARK AS FOLLOWS:**

**$\frac{1}{2}$  OUT OF 16 = 8 MARKS**  
 **$\frac{1}{2}$  OUT OF 4 = 2 MARKS**

**THE QUESTION WILL BE MARKED OUT OF 10, BUT THE MARK WILL BE ALLOCATED OUT OF 20:**

7	1	=	8	=	8
8	2	=	10	=	20
1e	1e	=	2e		

6. A **KEYING-IN ERROR** occurring repeatedly, must be penalised as **ONE ACCURACY ERROR** only; **REPETITIVE ERRORS** must be **ENCIRCLED** only.

**ALLOCATION OF MARKS**

1. The **A QUESTIONS** must be **KEYED IN CORRECTLY**.
2. The **B QUESTIONS** must be **PROCESSED** according to the **INSTRUCTIONS**.

**ACCURACY ERRORS = ALL KEYING-IN ERRORS**  
**DISPLAY ERRORS = ALL DISPLAY ERRORS**  
**PROCESSING ERRORS = ALL PROCESSING INSTRUCTIONS**

3. **REMEMBER: ONE MARK IS DEDUCTED PER ERROR – ACCURACY AS WELL AS DISPLAY AND PROCESSING.**

**WORD PROCESSING**

<b>SCHEDULE – QUESTIONS 1A, 1B, 1C, 2A, 2B, 3A AND 3B</b>						
-1 MARK PER ERROR DEDUCTED – ACCURACY – RED -1 MARK PER ERROR DEDUCTED – DISPLAY – BLUE -1 MARK PER ERROR DEDUCTED – PROCESSING – BLUE						
<b>MARKS:</b>	16	12	8	4	3	2
<b>QUESTION: ERRORS:</b>	Q2B Q3B	Q2A Q3A Q1B	Q1A	Q1B Q1C Q2B Q3B	Q2A Q3A	Q1A
0	16	12	8	4	3	2
1	15	11	7	3	2	1
2	14	10	6	2	1	0
3	13	9	5	1	0	
4	12	8	4	0		
5	11	7	3			
6	10	6	2			
7	9	5	1			
8	8	4	0			
9	7	3				
10	6	2				
11	5	1				
12	4	0				
13	3					
14	2					
15	1					
16	0					

**QUESTION 1A: MAIL MERGE****MARKS: 10****8 MARKS – ACCURACY**

– Every keying-in error

**2 MARKS – DISPLAY/MANIPULATION**

1. Line spacing incorrect
2. Paper size (A4 landscape), word wrap and/or columns incorrect
3. Font/Font size, capital/small letters and/or letter spaces incorrect
4. Fields/Field names incorrect

INFORMATION PROCESSING N6

**QUESTION 1A: MA III MERGE**

1 l/s 2 A4L, word wrap, columns 3 font, uc/lc, spaces 4 fields/field names

NAME	SURNAME	MODULE1	MODULE2	COURSE	DATE1	DATE2	TIME	REGISTRATION1	REGISTRATION2	ASSISTANT
Hannah	Kirsten	Anatomy	Principles of Exercise	Pilates	8 March 2014	6 September 2014	08:30	7 February 2014	8 August 2014	Mandy
Nikita	Modisakeng	Physiology	Fitness and Health	Sport Massage	21 June 2014	15 November 2014	09:30	23 May 2014	10 October 2014	Ngobile

1/4

1/2

3/4

1/4

2	1	3	10
---	---	---	----

1/2

4	1	5	10
---	---	---	----

3/4

6	2	8	10
---	---	---	----

8	2	10
---	---	----

(10)



**QUESTION 1B: MAIL MERGE****MARKS: 16****4 MARKS – ACCURACY**

– Every keying-in error

**12 MARKS – PROCESSING**

1. Margins incorrect, justification (left, centre, right, full) incorrect and/or line spacing (as indicated) incorrect
2. Paper size (A4 portrait) incorrect, tabular stops/indentation incorrect and/or hyphenation incorrect
3. Font/Font size (additional) incorrect, capital/small letters incorrect and/or letter spaces incorrect
4. Fields/Field names not inserted and/or incorrect
5. [Institute of Health and Fitness Education] not inserted in capital letters, bold, centred horizontally and CN20 and/or incorrect plus one accuracy error
6. [Tel: 012 807 3333, Fax: 012 807 2344, Website: www.ihf.co.za] not inserted and/or incorrect plus one accuracy error
7. [38 Hill Village, Hill Boulevard, Menlyn, 0014] not inserted and/or [Menlyn] not in capital letters and/or incorrect plus one accuracy error
8. [Today's date in full] and [Dear] not inserted and/or incorrect plus one accuracy error
9. [Compulsory Units] not inserted in capital letters, underlined and CN16 and/or incorrect plus one accuracy error
10. [Thank you for your enquiry. The compulsory unit consists of two theoretical modules: [ ] and [ ].] not inserted and/or incorrect plus one accuracy error
11. [It is essential that you have passed the compulsory unit before you can register for the course [ ].] not inserted and/or incorrect plus one accuracy error

**QUESTION 1B: MAIL MERGE (CONTINUED)**

12. [Below are the examination dates:] not inserted and/or incorrect plus one accuracy error
13. Columns not created and/or incorrect
14. Column 1 [Option 1], [Compulsory Unit], [Option 2], [Compulsory Unit] and column 2 [Date [ ]], [Date [ ]] not inserted and/or incorrect plus one accuracy error
15. Column 3 [Time [ ]], [Time [ ]] and column 4 [Registration [ ]], [Registration [ ]] not inserted and/or incorrect plus one accuracy error
16. [For further enquiries, contact [ ] at 082 454 0258.] not inserted and/or incorrect plus one accuracy error
17. [Yours faithfully] not inserted, [Racquel Myburgh] not inserted in capital letters, italics and CN14] and [Course Manager] not inserted in capital letters, bold and CN16 and/or incorrect plus one accuracy error

**QUESTION 1C – MAIL MERGE (CONTINUED)****MARKS: 4****4 MARKS – PROCESSING – MERGED DOCUMENT****(–2 PER PRINTOUT NOT HANDED IN)**

**QUESTION 1B: MAIL MERGE**

1 marg, just, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, spaces 4 fields/field names

5 insert, centre, uc, CN20

**INSTITUTE OF HEALTH AND FITNESS  
EDUCATION**

Tel: 012 807 3333 6 insert 38 Hill Village 7 insert  
 Fax: 012 807 2344 6 insert Hill Boulevard 7 insert  
 Website: www.ihf.co.za 6 insert MENLYN 7 insert, uc  
 0014 7 insert

20 November 2014 8 insert today's date in full

Dear «NAME» «SURNAME» 8 insert 4 field names/fields

COMPULSORY UNITS 9 insert, CN16, uc, und

Thank you for your enquiry. The compulsory unit consists of two theoretical modules: «MODULE1» and «MODULE2». 10 insert 4 field names/fields

It is essential that you pass the compulsory unit before you can register for the course «COURSE». 11 insert 4 field names/fields

Below are the examination dates: 12 insert

13 columns	14 insert	4 field names/fields	15 insert	4 field names/fields
OPTION 1	DATE	TIME	REGISTRATION	
Compulsory Unit	«DATE1»	«TIME»	«REGISTRATION1»	
OPTION 2	DATE	TIME	REGISTRATION	
Compulsory Unit	«DATE2»	«TIME»	«REGISTRATION2»	

For further enquiries, contact «ASSISTANT» at 082 454 0258.  
 16 insert 4 field names/fields

Yours faithfully 17 insert

*RACQUEL MYBURGH* 17 insert, CN14, uc, italics**COURSE MANAGER** 17 insert, CN16, uc, bold

12	4	16
----	---	----

**QUESTION 1C: MAIL MERGE****INSTITUTE OF HEALTH AND FITNESS  
EDUCATION**

Tel: 012 807 3333  
Fax: 012 807 2344  
Website: www.ihf.co.za

38 Hill Village  
Hill Boulevard  
MENLYN  
0014

20 November 2014

Dear Hannah Kirsten

**COMPULSORY UNITS**

Thank you for your enquiry. The compulsory unit consists of two theoretical modules: Anatomy and Principles of Exercise.

It is essential that you pass the compulsory unit before you can register for the course Pilates.

Below are the examination dates:

OPTION 1	DATE	TIME	REGISTRATION
Compulsory Unit	8 March 2014	08:30	7 February 2014
OPTION 2	DATE	TIME	REGISTRATION
Compulsory Unit	6 September 2014	08:30	8 August 2014

For further enquiries, contact Mandy at 082 454 0258.

Yours faithfully

*RACQUEL MYBURGH*  
**COURSE MANAGER**

✓  
✓

## QUESTION 1C: MAIL MERGE

## INSTITUTE OF HEALTH AND FITNESS EDUCATION

Tel: 012 807 3333  
 Fax: 012 807 2344  
 Website: www.ihf.co.za

38 Hill Village  
 Hill Boulevard  
 MENLYN  
 0014

20 November 2014

Dear Nikita Modisakeng

### COMPULSORY UNITS

Thank you for your enquiry. The compulsory unit consists of two theoretical modules: Physiology and Fitness and Health.

It is essential that you pass the compulsory unit before you can register for the course Sport Massage.

Below are the examination dates:

OPTION 1	DATE	TIME	REGISTRATION
Compulsory Unit	21 June 2014	09:30	23 May 2014
OPTION 2	DATE	TIME	REGISTRATION
Compulsory Unit	15 November 2014	09:30	10 October 2014

For further enquiries, contact Ngobile at 082 454 0258.

Yours faithfully

*RACQUEL MYBURGH*  
**COURSE MANAGER**

✓  
 ✓

	4	4

(4)  
**[30]**

**QUESTION 2A: DISPLAY**

**MARKS: 15**

<b>12 MARKS – ACCURACY</b>
– Every keying-in error
<b>3 MARKS – DISPLAY</b>
1. Margins incorrect, justification (left, centre, right, full) incorrect and/or line spacing (2) incorrect 2. Paper size (A4 portrait) incorrect, tabular stops/indentation incorrect and/or hyphenation incorrect 3. Font/Font size (CN12) incorrect, capital/small letters incorrect and/or letter spaces incorrect

¼

3	1	4	15
---	---	---	----

½

6	2	8	15
---	---	---	----

¾

9	2	11	15
---	---	----	----

12	3	15
----	---	----

**QUESTION 2A: DISPLAY**

1 marg, just, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, spaces

The Health and Fitness Industry is one of the fastest growing industries internationally

It is important that you study at an institution that is  $\frac{1}{4}$  accredited

Institute of Health and Fitness Education Programmes

Personal Trainer with Sport Conditioning and Coaching Science  $\frac{1}{2}$

Exercise Specialist with Sport Conditioning

Personal Trainer

Compulsory units to be done in conjunction with one of the  $\frac{3}{4}$  three recommended options. This includes the following:

Gymnasium-based Exercise

Exercise to Music

Compulsory units

$\frac{1}{4}$

3	1	4	15
---	---	---	----

$\frac{1}{2}$

6	2	8	15
---	---	---	----

$\frac{3}{4}$

9	2	11	15
---	---	----	----

12	3	15
----	---	----

(15)

**QUESTION 2B: DISPLAY****MARKS: 20****4 MARKS – ACCURACY**

– Every keying-in error

**16 MARKS – PROCESSING**

1. Margins (1.27 cm/0.5) incorrect, justification (left, centre, right, full) incorrect and/or line spacing (as indicated) incorrect
2. Paper size (A5 portrait) incorrect, tabular stops/indentation incorrect and/or hyphenation incorrect
3. Font/Font size (additional) incorrect, capital/small letters incorrect and/or letter spaces incorrect
4. [The Health and Fitness Industry is one of the fastest growing industries internationally] not changed to a header, centred, italics and CN10 and/or incorrect
5. [It is important that you study at an institution that is accredited] not changed to a footer, centred and CN10 and/or incorrect
6. [Institute of Health and Fitness Education Programmes] not changed to upper case, bold and centred and/or incorrect
7. [Enquiries: info@ihf.co.za] not inserted as endnote 1 and/or incorrect plus one accuracy error
8. Page numbers not inserted at the bottom, centred as pages 1 and 2 and/or incorrect and/or page border not created and/or incorrect
9. [Diploma in Exercise Science] not inserted in bold and underlined, [Part 1] not inserted in bold, [Duration] not inserted in italics and [1 year to complete the course (6 months lectures; 6 months to complete requirements)] not inserted and/or incorrect plus one accuracy error



**QUESTION 2B: DISPLAY (CONTINUED)**

10. [Diploma in Exercise Science] not inserted in bold and underlined, [Part 2] not inserted in bold, [Duration] not inserted in italics and [1 year to complete the course (6 months lectures; 6 months to complete requirements)] not inserted and/or incorrect plus one accuracy error
11. [Certificate: Fitness] not inserted in bold and/or incorrect plus one accuracy error and page break not inserted and/or incorrect
12. [CYQ: Level 2] not inserted in bold and underlined, [Duration] not inserted in italics, [Recommended 3-6 months] not inserted and/or incorrect plus one accuracy error
13. [Water-based Exercise] not inserted, bullet not inserted and/or [Certificate in Fitness] not inserted as footnote 1 and/or incorrect plus one accuracy error
14. Columns and lines not inserted and/or incorrect
15. Column 1 [Compulsory] not inserted in upper case and bold and [Anatomy and Physiology in a fitness environment], [Principles of Exercise, Fitness and Health] and [Know how to support clients who take part in physical activities] not inserted and centred horizontally and vertically and/or incorrect plus one accuracy error
16. Colum 2 [Optional] not inserted in upper case and bold and [Option 1 Gymnasium-based Exercise], [Option 2 Exercise to Music] and [Option 3 Water-based Exercise] not inserted and centred horizontally and vertically and/or incorrect plus one accuracy error
17. [CYQ: Level 3] not inserted in bold, underlined and [Gymnasium-based Exercise] not inserted with a bullet and/or incorrect plus one accuracy error and [Compulsory units] not deleted
18. [Personal Training] not inserted as footnote 2 and/or incorrect plus one accuracy error

INFORMATION PROCESSING N6

1 marg, just, l/s 2 ASP, tab/indent, hyph 3 font, uc/lc, spaces 4 header CNO, centre, italics

*The Health and Fitness Industry is one of the fastest  
growing industries internationally*

6 uc, bold, centre 7 endnote

**INSTITUTE OF HEALTH AND FITNESS EDUCATION  
PROGRAMMES<sup>1</sup>**

**Diploma in Exercise Science** 9 insert, bold, und

**Part 1** 9 insert, bold

*Duration* 9 insert, italics

1 year to complete the course (6 months 9 insert  
lectures; 6 months to complete the  
requirements)

Personal Trainer with Sport Conditioning and  
Coaching Science

**Diploma in Exercise Science** 10 insert, bold, und

**Part 2** 10 insert, bold

*Duration* 10 insert, italics

1 year to complete the course (6 months 10 insert  
lectures; 6 months to complete the  
requirements)

Exercise Specialist with Sport Conditioning

**Certificate: Fitness** 11 insert, bold

Personal Trainer

11 page break

5 footer CNO, centre 8 pg number, centred

It is important that you study at an institution that is  
accredited

1 8 page number, centred, page border

## INFORMATION PROCESSING N6

4 header CN10, centre, italics

*The Health and Fitness Industry is one of the fastest growing industries internationally*

**CYQ: Level 2<sup>1</sup>** 12 insert, bold, und 13 footnote 1

*Duration* 12 insert, italics

Recommended 3–6 months 12 insert

Compulsory units to be done in conjunction with one of the three recommended options. This includes the following:

- Gymnasium-based Exercise 13 bullets
- Exercise to Music
- Water-based Exercise 13 insert

14 columns, lines 15 insert, uc, bold,  
centre horizontally and vertically

16 insert, uc, bold,  
centre horizontally and vertically

COMPULSORY	OPTIONAL
Anatomy and Physiology in a fitness environment	Option 1 Gymnasium-Based Exercise
Principles of Exercise, Fitness and Health	Option 2 Exercise to Music
Know how to support clients who take part in physical activities	Option 3 Water-Based Exercise

**CYQ: Level 3<sup>2</sup>** 17 insert, bold, und 18 footnote 2

- Gymnasium-based Exercise 17 insert  
17 del

<sup>4</sup> Enquiries: [info@ihf.co.za](mailto:info@ihf.co.za) 7 endnote

<sup>1</sup> Certificate in Fitness 13 footnote 1

<sup>2</sup> Personal Training 18 footnote 2

5 footer CN 10, centre

It is important that you study at an institution that is accredited

2 8 page number, centre, page border

(20)  
[35]

**QUESTION 3A: AFRICAN LANGUAGE****MARKS: 15**

<b>12 MARKS – ACCURACY</b>
- Every keying-in error
<b>3 MARKS – DISPLAY</b>
<ol style="list-style-type: none"> <li>1. Margins incorrect, justification (left, centre, right, full) incorrect and/or line spacing incorrect</li> <li>2. Paper size (A4 portrait) incorrect, tabular stops/indentation incorrect and/or hyphenation incorrect</li> <li>3. Font/Font size (CN12) incorrect, capital/small letters incorrect and/or letter spaces incorrect</li> <li>4. Text not keyed in exactly as it is and/or incorrect</li> </ol>

 $\frac{1}{4}$ 

3	1	4	15
---	---	---	----

 $\frac{1}{2}$ 

6	2	8	15
---	---	---	----

 $\frac{3}{4}$ 

9	2	11	15
---	---	----	----

12	3	15
----	---	----

**QUESTION 3: AFRICAN LANGUAGE**

1 marg, just, l/s 2 A4P, tab/indent, hyph 3 font, uc/lc, spaces 4 text not keyed in exactly as it is

Siphendula imibuzo yakho ngokuba nesisu esincane emva kokubeletha.

Buza umsizi wezempilo ngohlelo lokuvocavoca amamasela/\_\_\_\_\_ ¼  
angakucebisa ngalo emva kokubeletha.

Isinyathelo sokuqala ukwenza i-cardio: ukuhamba, ukugijima nokwenza inqathu. Lokhu /kwenza inhliziyo ishaye ngamandla, ½ kushe ama-calories namafutha.

Asikho isidingo sokudayetha, kodwa kumele ulandele uhlelo/\_\_\_\_\_ ¾ lokudla okunempilo. Gwema ukumo ngokuphuza amanzi.

Zama lezi zinhlobo zokuzivocavoca ukuze wehlise isisu futhi uqininise amamasela

¼

3	1	4	15
---	---	---	----

½

6	2	8	15
---	---	---	----

¾

9	2	11	15
---	---	----	----

12	3	15
----	---	----

(15)

**QUESTION 3B: AFRICAN LANGUAGE****MARKS: 20****4 MARKS – ACCURACY**

– Every keying-in error

**16 MARKS – PROCESSING**

1. Margins (1.27 cm/0.5") incorrect, justification (left, centre, right, full) incorrect and/or line spacing (as indicated) incorrect
2. Paper size (A5 landscape) incorrect, tabular stops/indentation incorrect and/or hyphenation incorrect
3. Font/Font size (CN10) (additional) incorrect, capital/small letters incorrect and/or letter spaces incorrect
4. Page border not inserted and/or incorrect
5. Header [Umzimba Wakho] not inserted in CN12, capital letters and centred and/or incorrect plus one accuracy error
6. [Iba Ilamba – Lidlile Futhi] not inserted in CN14, capital letters, bold, italics and centred and/or incorrect plus one accuracy error
7. [Siphendula imibuzo yakho ngokuba nesisu esincane emva kokubeletha.] not changed to italics and/or incorrect
8. [Cindy Flick, oneziqu zokuqeqesha futhi] not inserted as endnote 1 and/or incorrect plus one accuracy error
9. Columns not created and/or incorrect
10. [Isinyathelo Sokuqala] not inserted and underlined in column 1 and/or incorrect plus one accuracy error and/or [Isinyathelo sokuqala ukwenza i-cardio: ukuhamba, ukugijima nokwenza inqathu. Lokhu kwenza inhliziyo ishaye ngamandla, kushe ama-calories namafutha.] not moved to column 1 and/or incorrect
11. [Uhlelo Lokudla] not inserted and underlined in column 2 and/or incorrect plus one accuracy error, [Asikho isidingo sokudayetha, kodwa kumele ulandele uhlelo lokudla okunempilo.] not moved to column 2 and/or incorrect and/or [Gwema ukumo ngokuphuza amanzi.] not deleted and/or incorrect

**QUESTION 3B: AFRICAN LANGUAGE (CONTINUED)**

12. [Ukuzivocavoca] not inserted and underlined in column 3 and/or incorrect plus one accuracy error and/or [Zama lezi zinhlobo zokuzivocavoca ukuze wehlise isisu futhi uqininise amamasela] not moved to column 3 and/or incorrect
13. [esiswini: AmaCrunch exercises Ama-Scissor Kicks Pelvic Tilts.] not inserted in column 3 and/or incorrect plus one accuracy error
14. [Ngena ku-www.bona.co.za ukubona ukuthi kwenziwa kanjani] not inserted as footnote 1 and/or incorrect plus one accuracy error
15. [Ngizosibuyisa Kanjani Isisu Sami?] not inserted and underlined in column 4 and/or [Ukubekhezela kubalulekile.] not inserted in column 4 and/or incorrect plus one accuracy error
16. [Akube lula Ukuzivocavoca] not inserted and underlined in column 5 and/or incorrect and/or [Ukuthola lukhulu ohlelwenilwakho lokuzivocavoca emva kokubeletha, kuhlelele isikhathi sansuku zonke ugxile kuso.] not inserted in column 5 and/or incorrect plus one accuracy error
17. Page not numbered, bottom, right, as page 4 in Roman numerals (capital letters) and/or incorrect

**QUESTION 3B: AFRICAN LANGUAGE INFORMATION PROCESSING N6**

UMZIMBA WAKHO 4 page border 5 insert header, CN12, centre

**IBA ILAMBA – LIDLILE FUTHI**

6 insert CN 14, uc, bold, italics, centre

*Siphendula imibuzo yakho ngokuba nesisu esincane emva kokubeletha<sup>1</sup>. 7 italics 8 endnote 1*

Buza umsizi wezempilo ngohlelo lokuvocavoca amamasela angakucebisa ngalo emva kokubeletha.

9 columns

Isinyathelo

Sokugala

10 insert, und, move

Isinyathelo

sokuqala ukwenza

i-cardio:

ukuhamba,

ukugijima

nokwenza

inqathu. Lokhu

kwenza inhliziyo

ishaye

ngamandla, kushe

ama-calories

namafutha.

<sup>1</sup>Cindy Flick, oneziqu zokuqeqesha futhi

<sup>1</sup>Ngena ku-www.bona.co.za ukubona ukuthi kwenziwa kanjani

8 insert endnote 1

14 insert footnote 1 insert

17 page number

IV

1 marg, just, l/s 2 A5L, tab/indent, hyp 3 font, uc/lc, spaces

4

16

20

IV

(20)

[35]

TOTAL SECTION B: 100

GRAND TOTAL: 300

Ngizosibuyisa  
Kanjani Isisu  
Sami?

15 insert, und

Ukubekizela

kubalulekile.

Ukuthola lukhulu

ohlelweni lwakho

lokuzivocavoca

emva kokubeletha,

kuhlelele

isikhathi sansuku

zonke ugxile

kuso.

4

16

20